

## **REAL PROPERTY TAX SERVICE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves managing the delinquent tax installment program including collecting data, initiating new agreements, daily payment posting & reconciliation to monitoring delinquencies and defaults. The incumbent handles all departmental purchasing needs including requisitions, vouchers, BAC requests and ordering items. Bi-weekly payroll processing and monitoring time off accruals. Assist with tax collection and processing of payments. Responsible for maintaining real property records including deeds and a variety of other assessment records. Work is performed under the general supervision of the County Receiver of Taxes with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and oversees setup and collection of delinquent taxpayer installment agreements including preparation of legal documents, corresponding with interested parties, posting monthly payments and calculating final payments;  
Collects tax payments, installments and miscellaneous sales;  
Prepares funds for deposit into bank accounts;  
Contacts other agencies, taxpayers, legal firms, or County departments to obtain additional information;  
Provides information orally or in writing in response to inquiries on status of delinquent tax accounts;  
Reviews status of accounts as adjustments are made and takes appropriate action as authorizing payment or issuing checks;  
Performs data entry for department payroll bi-weekly, maintains annual payroll reporting including compensated absences;  
Processes and prepares vendor purchase orders, requisitions, vouchers and places orders for office supplies;  
Prepares journal entries as needed;  
Prepares City of Binghamton Lis Pendens foreclosure book on an annual basis;  
Updates tax lien list by deleting those parties who have redeemed their property by tax payments;  
Assists with maintaining records for real property transfer documents including deeds and other legal documents, enters data for state use, and provides information;  
Assists public, banks, attorneys, etc. with questions related to Real Property tax information and installment contracts.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of real property terminology, procedures and forms;  
Good knowledge of modern office terminology, procedures, equipment and business English;  
Good knowledge of the methods and procedures of record maintenance and the processing of land transfer and taxation transactions;

Working knowledge of New York State Real Property Tax law and local policy;  
Working knowledge of real property valuation and assessment;  
Working knowledge of the New York State Real Property Information System;  
Ability to deal effectively with the public;  
Ability to establish and maintain effective working relationships with others;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;  
Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- A) Possession of 60 college credits at a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees including or supplemented by at least twelve credit hours in accounting, finance, or bookkeeping; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two years' experience maintain financial accounts and records; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.